

P H I L I P M O R R I S U . S . A .  
I N T E R - O F F I C E C O R R E S P O N D E N C E  
M A C H I N E R Y D E V E L O P M E N T F A C I L I T Y  
C H E S T E R , V I R G I N I A

To: Stuart E. Rickerson Esquire                      Date: January 24, 1990  
Counsel to the Joint Task  
Force on Records Management

From: L. P. Kosco

Subject: Records Management Program Sixty Day Implementation Report

1. Training:

One training class was given during the period between October 1 and November 30, 1989. Of the 28 employees in the Machinery Development Facility, a total of five have received training. Of the remaining employees, most do not maintain files or do not generate records and will not be trained. Our training session did refer to the disposal suspension requirements.

2. Volume of records inventoried:

Paper Files:	783 inches	Computer Disks:	20 inches
Manuals:	378 inches	Binders:	368 inches

3. Volume of records transferred to storage:

none

4. Volume of records disposed of:

50 inches

5. Volume of records retained in the facility or QRSA:

Paper Files: 733 inches; remainder of records are the same as #2 above.

6. Estimate of space savings or increased space consumption once Program is fully implemented:

none

7. Estimate of actual out-of-pocket expenses and manhours, or other costs, expended by our facility on implementation of Program to-date:

Fifteen manhours; other expenses are less than \$100.

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8. Estimate of cost savings in our facility once Program is fully implemented, not including expenses incurred in implementation:

none

9. What we have done at our facility and how we did it:

Described Program in detail to management and plant secretary.

10. Describe what items still need to be done before full implementation of the Program is complete:

Records classification

11. Estimate when the items described in #10 will be completed and, where appropriate, provide a schedule/time table for full implementation of the Program in your area:

February 28, 1990

12. Comments or suggestions. How can the Records Management Program be made even better? What else does your department or area need to make the Program a success?

n/a

J. P. Koo

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cc:

Lewis Cummings ✓

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